

## **Examination Rules & Regulations**

### **Information, Rules and Regulations of Examination and Evaluation System for MMS Programme**

- **Introduction of Credit and Grading System**
- **Course Evaluation Scheme**
- **Semester Examinations**
- **Examination / Assessment And Grading**
- **Grading of Performance**
- **Heads of Passing**
- **Promotion of Learner and Award of Grades**
- **Carry Forward of Marks**
- **Re-examination of Internal Assessment and End Semester Examination**
- **Rules for Standard of Passing and Allowed to Keep Terms (ATKT)**
- **Award of Grace Marks for Passing a Course**
- **Unfair Means Resorted by candidates in the Conduct of Examinations.**

## **Introduction of Credit and Grading System**

MMS syllabus was revised wef Academic Year 2016-17 as **Choice Based Credits and Grading System, (CBCGS)**

- **Course Evaluation Scheme:**

**Each subject is of 100 marks is evaluated by**

Semester end Examination will be conducted for 60 Marks

Internal Assessments will be conducted for 40 Marks.

The allocation of 40 marks shall be on the following basis: -

- Attendance and Class Room Participation 10 Marks
- Mid term Test (Min 1)
- Minimum 2 criteria to be picked up from the below given list
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizes

- **Semester Examinations**

The MMS degree programme under the new credit based grading system shall be of two years duration consisting of Four (04) Semesters. The semester examinations for the Master of Management Studies will be held at the end of every semester i.e at the end of Semester I, Semester II, Semester III and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e November/December), Semester II examination will be held in the first half of the calendar year (April/May), The Semester III examination will be held in the Second half of the academic year (i.e November/December), Semester IV examination will be held in the first half of the calendar year (April/May) respectively

- **Examination / Assessment And Grading** Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester Examination. Internal Assessment includes class tests, home assignments based on live problems, course projects either in a group or individually. The modes of evaluation and distribution of weightage for each of the assessments is given in the syllabus manual of the programme. Normally weightage of Internal Assessment and End Semester Examination is 40 and 60 percentage respectively.

**Mode of Assessment/Evaluation Mode of Evaluation for Theory Course:-**

The various modes of assessment used for rating learners' performance in a theory course include

1. Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 40 percent and will be evaluated by the faculty as per his/her Teaching Learning Plan submitted at the beginning of the academic year.
2. The end semester examination will be held at the end of the Semester planned by the Institute and the relative weightage for this would be 60 percent. It is normally of 3 hours duration and will cover the full syllabus of the course. The end semester examination is mandatory. The grade for theory courses can be awarded only after successful completion of both Internal Assessment and End Semester Examination of the respective course.

- **Grading of Performance**

**Letter Grade and Grade Point Allocation**

The Revised Credit and Grading System will be effective from the academic year 2016-2017 for the Faculty of Management of University of Mumbai. In every Course, based on the combined performance in all assessments, in a particular Semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for MMS program are given below: A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and

corresponding grade point is zero. He/She should reappear for the said evaluation/examination in due course.

<b>Range of % of Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Performance</b>	<b>SGPA / CGPA Range</b>
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

## SGPA/ CGPA Calculation

### Semester Grade Point Average (SGPA)

The performance of a learner in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the learner during the Semester. For example, if a learner passes five courses (Theory/Projects etc.) in a semester with credits  $C_1, C_2, C_3, C_4$  and  $C_5$  and learners grade points in these courses are  $G_1, G_2, G_3, G_4$  and  $G_5$  respectively, then learners' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal places. The SGPA for any semester will take into consideration the “*F* or *AB*” grade awarded in that semester. For example if a learner has failed in course 4, the SGPA will then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 \text{ * ZERO } + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

### Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a learner from the time s/he entered the University of Mumbai is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA. The CGPA therefore

considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPA is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPA will reflect the **failed status** in case of **F grade(s)**, till the course(s) is/are **passed**. When the **course(s) is/are passed** by obtaining a **pass grade** on subsequent examination(s) the **CGPA** will only reflect the **new grade** and not the **fail grades** earned earlier.

- **Heads of Passing**

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. E.g. 40 marks (IA), 60 marks (ESE). Passing standard will be 50% in each individually, i.e 20 marks in (IA) and 30 marks in ESE.

- **Promotion of Learner and Award of Grades**

A learner will be declared PASS and be eligible for Grade in M.M.S. course (Post Graduate Programme) if a learner secures at least 50% marks separately in each head of passing as mentioned above.

Report Card will contain only Grades and no numerical marks.

At the end of each Semester the Grade card which states the performance of the learner in that Semester, is prepared and issued to the learner. The Grade Card will contain the courses undertaken by the learner, credits of each course, Grade obtained by the learner and SGPA / CGPA in the format given by the University.

- **Carry Forward of Marks**

In case of a learner who does not fulfill criteria mentioned in section 3.4 and fails in the Internal Assessment and/or End Semester Examination in one or more courses:

- A learner who PASSES in the Internal Assessment but FAILS in the End Semester Examination of the course shall reappear for the End Semester Examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

- A learner who PASSES in the End Semester Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Assessment of that course. However his/her marks of the End Semester Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

- **Re-examination of Internal Assessment and End Semester Examination**

Re-examination for Internal Assessment and End Semester Examination should be completed, as per the schedule planned by the respective institutes, before the commencement of next semester theory examination. Example: A learner who is supposed to reappear for Internal Assessment or End Semester Examination in semester-I course will appear for the re-examination before commencement of End Semester Examination of semester -II. However, if a learner has to appear for the reexamination for a subject in semester II then the examination should be conducted and

the result should be declared by the institute before the examination forms for the semester III are sent to the University.

Re-examination of Internal Assessment will be based on single examination having same marks as of original assessment. A learner who is supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period.

- **Rules for Standard of Passing and Allowed to Keep Terms (ATKT)**

1. Under the newly introduced credit based grading system of MMS programme, a learner in order to pass has to obtain minimum 50% marks in aggregate consisting of minimum 50% marks in each set of the examinations separately i.e. internal examination and external examination, as per the standard of passing.

2. Learner(s), who do not obtain minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as “Fail” as per the standard of passing of examination.

3. A learner failing in not more than two subjects/papers/courses in the Semester I exam shall be allowed to keep terms in Semester II of the MMS programme.

4. A learner who has failed in more than two subjects/papers/courses in the Semester I exam, shall not be permitted to proceed to Semester II of his/her first year MMS programme. He/ She will, however, be eligible to re – appear for the subjects in which he /she has failed in the first semester by re – registering himself/herself in the supplementary examination to be conducted by the institute.

5. A learner who has passed in both the semester examinations conducted by the institute i.e.: Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS programme.

6. A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS programme.

7. A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second year MMS programme. He/She will, however, be eligible to re – appear in the subjects in which he /she has failed in the third semester by re – registering himself/herself in the supplementary examination to be conducted by the institute/university or both.

8. A learner who has passed in all of the semester examinations of MMS i.e Semester I, Semester II, Semester III, Semester IV examinations shall not be allowed to re – register himself/herself for improvement of his/her semester examination results.

9. A learner who has not appeared in the internal examinations conducted by the institute for due to hospitalization shall as a special case be permitted to appear in those subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Principal/Director of the institute.

- **Award of Grace Marks for Passing a Course**

Maximum grace marks to be awarded per course are classified as

- Grace marks awarded for passing the course ( as similar with Ordinance 0.5042 of University of Mumbai)
- Grace Marks awarded for Passing a Semester ( as similar with Ordinance 0.5045 of university of Mumbai.)

**Unfair Means Resorted by candidates in the Conduct of Examinations.**

Resorting to malpractices at examinations is a serious crime in the educational system in general and examination system in particular. It shows disrespect towards the college and demotivates sincere candidates. Hence, such cases need to be dealt with sternly and individuals involved need to be punished. Various malpractices during examinations involve any acts done by the examinees



at the time of examination or after the examination to get enhanced and false credit at the examination by any illegal and immoral act. These may include activities such as copying the answers of other candidate/s, unwarranted signaling at the time of examination, carrying prohibited material along at the time of actually taking the examination, disclosing own identity through the answer book, putting pressure on the examiner/s, etc. .In such cases the decision of the Unfair Means Inquiry Committee (**UMIC**) is final.

### **Rules for Attendance/ Detention:**

The attendance for all subjects must be above 75% and students having below 50% are detained.